



Ref. No. SVSU/2021/Estt./E-1750/1203

Date: 23rd November, 2021

Office Order

Hon'ble Vice Chancellor is pleased to make transfer and posting of following Officers with immediate effect:

S.No.	Name and designating	Present place of posting	Posted to
1	Dr Lalit Kumar Sharama Dy Registrar	Academic Affair; Registration & scholarship, and Affiliation Branch. Institution Design and Construction Department till further orders.	1. Affiliation Branch. 2. Institution Design and Construction Department
2	Sh Vinay Kumar Saini Assistant Registrar	General Branch and Transport	Academic Affair
3	Dr Neeti Arora Assistant Registrar	Procurement and Central Store	General Branch and Transport
4	Mr Parveen Kumar Superintendent	Accounts and Finance Branch	Examination Department
5	Mr Sombir Sheoran Superintendent	Institution Design and Construction Department	Accounts and Finance Branch

All the outgoing officer will officially handover their charge to the incoming Officers in the branch along with all documents and records under their custody. The list of all ongoing and pending work along with its status will also be provided by the outgoing officer to incoming officer. Incharge IT Cell to e-files to the account of new officers. The charge handover and takeover report to be submitted in the office of undersigned.


(Registrar)

Copy to:

1. All Deans, for information
2. All Head of Departments, for information
3. All Officers in the list, for compliance
4. I/C IT Cell for necessary action
5. Dy Registrar (Estt) for record
6. Sr Accounts Officer for record
7. Web Administrator for updating on website
8. OSD to VC for information to HVC
9. PA to Registrar for information to W/Registrar


(Dy Registrar)